

RECEIPTS

Policy

It is the policy of the New Mexico Department of Game and Fish to issue a receipt whenever items are seized as evidence, except when seized pursuant to a search warrant; or when any protected wildlife species is sold or donated to meet statutory requirements.

The Law Enforcement Division will issue receipt books to the Area offices and to the Santa Fe office personnel. The Law Enforcement Division and the Area offices will maintain a log for receipt books issued. All receipt books will be issued in sequence.

Receipts for Evidence Seized

1. Receipts will be filled out fully and correctly.
2. Receipt copies shall be routed as indicated on the bottom of each receipt, unless the seizing officer is not an employee of an Area Operations Division, in which case the seizing officer shall route the "Area Office" and "Supervisor" copies to the Law Enforcement Division.
3. "Area Office" and "Supervisor" copies shall be forwarded within 72 hours of the seizure.

Receipts for Game or Fish Sold or Donated

1. All receipts will be filled out in compliance with 17-2-21 NMSA 1978.
2. All receipts will be filled out completely and correctly. In the event the game or fish is donated, the issuing officer shall designate a "zero" in the box for "Amount Sold For".
3. Receipt copies shall be routed as indicated on the bottom of each receipt, unless the seizing officer is not an employee of an Area Operations Division, in which case the seizing officer shall route the "Area Office" and "Supervisor" copies to the Law Enforcement Division.
4. When any money is collected, the money along with the "Area Office" and "Supervisor" copies of the receipt shall be forwarded to the appropriate area office within 24 hours of the sale. Money will be sent in the form of a money order, cashier's check or the buyer's personal check made out to the New Mexico Department of Game

and Fish. Cash received by an officer must be converted into a money order or cashier's check. Do not send cash.

5. "Area Office" and "Supervisor" copies for donations shall be forwarded within 72 hours of the donation.

Unused Portions of Receipts

All portions (top or bottom half) of receipts that are unused will be voided. The issuing officer shall forward the "Area Office" copy to their respective area office and maintain the permanent copy for his/her files. All other copies will be destroyed. If the officer is not an employee of an Area Operations Division, the officer shall route the area office copy to the Law Enforcement Division.

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